

23 October 1975

MEMORANDUM FOR: All PMCD Personnel

SUBJECT : Review of Positions Based on FLSA Requirements

1. Attached for your information, review, and retention is a PMCD Handbook pertaining to the Fair Labor Standards Act (FLSA). The Handbook contains pertinent FPM Letters, condensed instructions for applying the Executive Exemption provisions, and procedures for reviewing Executive category positions/employees. These latter procedures will apply to the first phase of the FLSA review to be conducted by PMCD.
2. You will note that FPM Letter 551-8 states that, to be in compliance with the Act, Agencies are required to record the exempt/non-exempt nature of the work on the Position Description. While it is difficult to determine the number of manhours required to complete the review and designation process, the additional workload is likely to be significant.
3. As a beginning step in this effort, a session will be held with all classifiers on 31 October 1975 at 9:00 A.M. in the OTR Conference Room (enter through Room 1025) to discuss FLSA, problem areas, procedures, etc. It is imperative that each classifier review the attached material and have a detailed understanding of its contents in preparation for this session.
4. After completion of the Division's review of the Executive category, it is planned that procedures will be developed and distributed for review of the following: (a) GS-1000 Group positions; (b) GS-08 and GS-09 non-supervisory professional positions; (c) GS-10 and above professional positions; and (d) GS-10 and above non-supervisory professional, technical and clerical positions.

STATINTL

Chief

Position Management and Compensation Division

Att

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